



# CITY OF LODI

PUBLIC WORKS DEPARTMENT

## COUNCIL COMMUNICATION

TO: City Council  
FROM: City Manager  
MEETING DATE: February 3, 1988  
AGENDA TITLE: Approve Reclassification of One Engineering Technician Supervisor Position to that of Engineering Assistant

RECOMMENDED ACTION: That the City Council reclassify one Engineering Technician Supervisor position to that of Engineering Assistant and approve the attached job description for Engineering Assistant with the salary range equivalent to Engineering Technician Supervisor.

BACKGROUND INFORMATION: In 1985, the Engineering Division underwent a major reorganization to improve development review and traffic engineering. This was done concurrently with the replacement of a number of employees due to retirements and separations. The resulting authorized positions are shown in Exhibit A. The Division currently has three Engineering Technician Supervisor positions authorized. The reorganization was to have two of these in the Design Section and one (vacant) in Traffic/Records. The Engineering Technician Supervisor vacancy in the Traffic/Records Section was to be filled from within; however, in 1985 no one who applied had the required experience so the supervisor position was not filled at the supervisor level at that time.

Since that time, the Division has significantly increased its use of computers, particularly in the recordkeeping and drafting areas. The increase in computer use requires general supervision and overall coordination. This work involves not only the Traffic/Records Section, but the entire Engineering Division. The Engineering Division needs a position to provide coordination and technical support for the Division's computer drafting and microcomputer systems. The person filling this position would provide technical supervision to the Engineering Technicians, Engineering Technician Supervisors and, in some cases, even the Engineers.

It is recommended that the classification of Engineering Technician Supervisor shown on Exhibit B under the Traffic & Records Section be changed to the **classification of Engineering Assistant** to cover the **present needs of the** Engineering Division. The proposed job description is attached as Exhibit C. It is recommended that the salary for Engineering Assistant be set at the same rate as Engineering Technician Supervisor.

This recommendation will change the number of authorized Engineering Technician Supervisors from three to two and will add the new classification

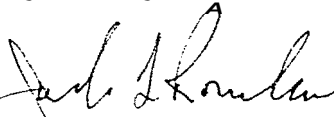
APPROVED:

*Thomas A. Peterson*  
THOMAS A. PETERSON, City Manager

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of Engineering Assistant. The total authorized positions and salaries in the Engineering Division does not change.



Jack L. Ronsko  
Public Works Director

JLR/RCP/ma

Attachments

cc: Chief Civil Engineer

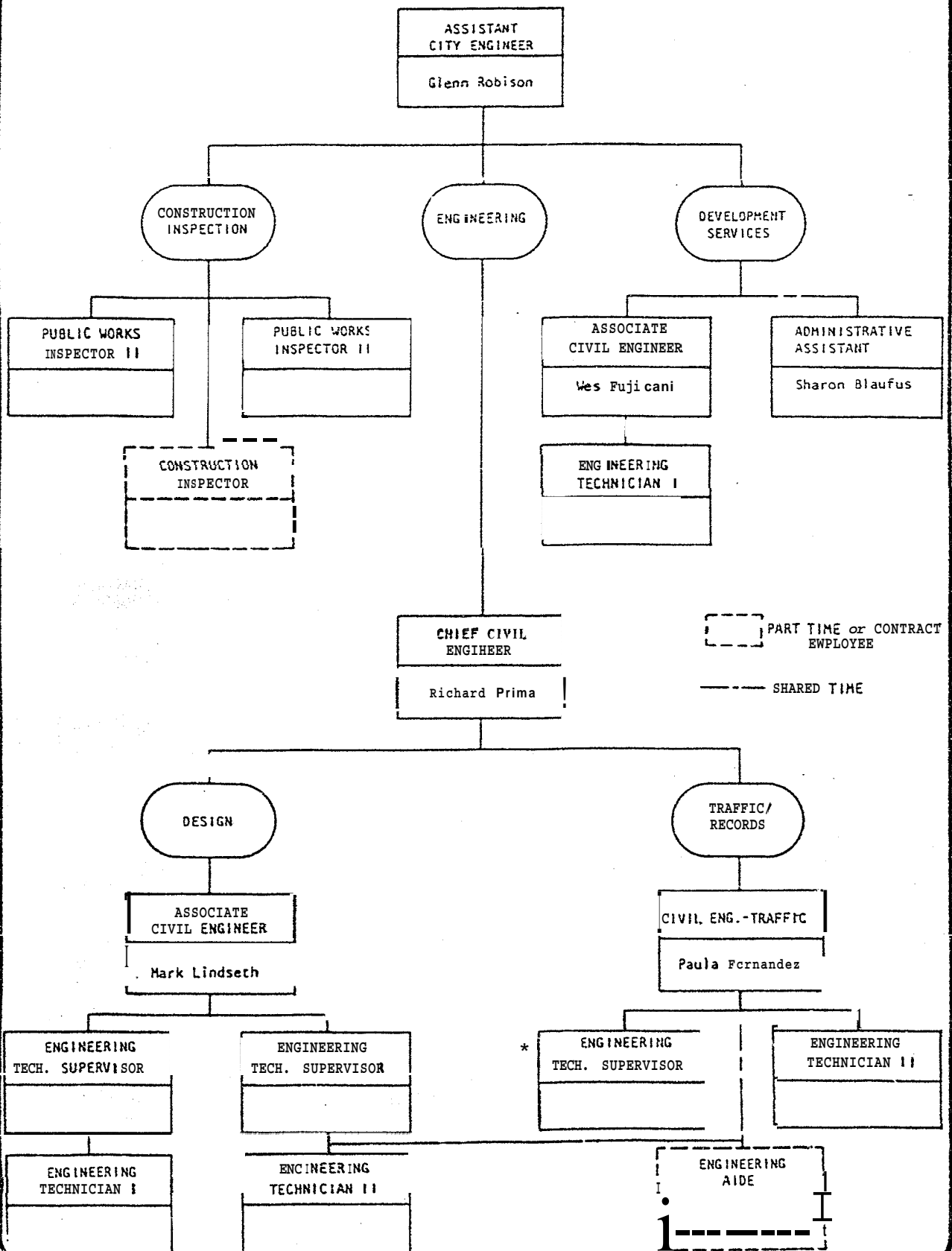
Authorized Personnel  
1987-88

	Authorized 1986-87	Authorized 1987-88	Net Change
<u>POLICE DEPARTMENT</u>			
Administrative Clerk II	3	3	
Administrative Clerk I-II	3	3	
Administrative Assistant	1	1	
Animal Control Officer	1	1	
Assistant Animal Control Officer	1	1	
Community Services Officer	3	6	+3
Crime Analyst	1	1	
Department Secretary	1	1	
Jailer-Dispatcher-Clerk	4	6	+2
Matron-Dispatcher-Clerk	6	7	+1
Police Chief	1	1	
Police Captain	3	3	
Police Lieutenant	4	4	
Police Officer	43	45	+2
Police Technician	1	0	-1
Police Sergeant	8	8	
Total	84	91	+7

PUBLIC WORKS DEPARTMENT

<u>Administration</u>			
Administrative Assistant	1	1	
Administrative Clerk III	1	1	
Department Secretary	1	1	
Public Works Director	1	1	
	4	4	-0-
<u>Engineering Division</u>			
Assistant City Engineer	1	1	
Associate Civil Engineer	2	2	
Chief Civil Engineer	1	1	
Engineering Technician II	4	4	
Engineering Technician Supervisor	3	3	
Jr. Civil Engineer - Traffic	1	1	
Public Works Inspector II	2	2	
	14	14	-0-

# ENGINEERING DIVISION ORGANIZATION



\*To be changed to "Engineering Assistant"

ENGINEERING ASSISTANT

DEFINITION

Performs highly responsible subprofessional office engineering work in such areas as computer graphics and data base management, traffic, design, legal descriptions, maps, and records.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey-level class performing specialized duties in assigned subprofessional engineering areas. This class is distinguished from the Engineering Technician class series by its administrative responsibilities and regular exercise of technical supervision over Engineering Technicians.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from professional-level engineers.

Exercises technical supervision over Engineering Technicians and others as assigned.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Operates and supervises operation of microcomputers and peripheral equipment in areas of recordkeeping, graphics, surveying, and other engineering applications.

Performs "system manager" duties on computer-aided drafting system.

Develops applications for computerized recordkeeping using data base software.

Prepares documents such as property descriptions, annexation descriptions, easements, and easement vacations.

Calculates distances, angles, traverses, closures, and makes drawings for property descriptions.

Performs complex subprofessional engineering work including design and preparation of improvement plans, specifications, and estimates for a variety of public works and other projects.

Supervises the preparation of utility inventory records and maintains utility system maps. Makes rough layouts and drawings required for office, Council presentations, and contract work.

Conducts traffic engineering studies including vehicular and pedestrian volumes, prevailing speeds, accidents, and parking patterns.

Processes street right-of-way and easement vacations.

CITY OF LODI  
Engineering Assistant (Continued)

Calculates distances, ties, angles, areas, stations, cuts and fills, traverses, and closures.

Computes grades and profiles.

Performs related duties as required.

QUALIFICATIONS

Knowledge of:

Principles of algebra, geometry, and trigonometry.

Principles and techniques of data base management on microcomputers.

Nomenclature, symbols, methods, practices, techniques, and instruments used in drafting and mapping.

Easic principles of engineering field survey work.

Principles of supervision.

Ability to:

Operate computers and learn various software programs.

Provide technical supervision in the use of computer hardware and software.

Perform a variety of difficult subprofessional engineering design and layout work.

Collect and anaiyze data.

Prepare neat and accurate drawings from sketches and survey notes.

Interpret engineering maps, plans, construction standards, and legal descriptions.

~~Make~~ accurate engineering computations.

Draft clear and concise reports.

Write clear and precise property descriptions.

Experience and Education

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

Experience: Five years of subprofessional engineering office or field work including some microcomputer experience.

CITY OF LODI  
Engineering Assistant (Continued)

~~Education:~~ Completion of high school (or its equivalent) plus some college-level coursework in computer science, civil engineering, hydraulics, statics, surveying, or graphics. A degree in Civil Engineering Technology would be roughly equivalent to three years' experience.

Licenses and Certificates

Possession of a valid driver's license issued from the California Department of Motor Vehicles.